

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-163 **Issue Date:** 08-26-15 **Closing Date:** 09-01-15

Facility Administrative Manager
YN Facility Management
Department of Administration
Hourly Wage: \$20.49/Regular/Full-Time

Responsible for implementing established operational policies, techniques, procedures, and to manage program according to the direction of the Public Works Director. Work involves planning, directing and coordinating work for Public works support staff, telephone operators, and Facility Maintenance working I for Tribal Council, including interpretation and application for personnel policies. Responsible to perform a clearly defined, as well as varied and specialized purpose program administrative and bookkeeping duties and responsibilities. Sets up, prepares and assembles program budget as well as review budget preparation from support staff. Responsible for the budgets, budget modifications, and energy consumption reports for cost analysis. Assures all financial transactions are in compliance with existing regulations and policies.

Knowledge, Skills and Abilities:

- Knowledge of operation, maintenance, construction, and alteration of buildings, grounds, utilities, and equipment through training, supplemented by several years' experience involving these types of activities.
- Knowledge of administrative process for 638 (BIA), EPA, Solid Waste Grants and Contracts, Budget, Budget Modifications, Contracts and Personnel.
- Knowledge of Yakama Nation budgeting process, including J.D. Edwards system.
- Ability to prepare reports, program plans, budgets, and detailed record keeping system.
- Ability to effectively communicate orally and in writing.
- Ability to demonstrate tact and diplomacy in daily contact with: Bureau and Tribal employees, Yakama Tribal Members, federal and state agencies, vendors and general public.

General Recruiting Indicators:

- Graduation from a four-year college or university with three-year's experience related to the work of Facility Operation and Maintenance OR substituting, on a month-for-month basis, progressively responsible work experience related to the duties of the position in the field or Facility Operation and Maintenance, Building Maintenance.
- Three years progressively responsible bookkeeping or accounting experience and knowledge of grants and contracts compliance for Bureau of Indian Affairs 638 Facilities Maintenance, and EPA Grants.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to pass a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain a valid Yakama Tribal Drivers Permit.